

GENERAL SERVICES ADMINISTRATION

Washington, DC 20405

ADM 2800.23
February 2, 1995

GSA ORDER

SUBJECT: Maximizing Purchases of Recycled Content Paper and Paper Related Products and Waste Prevention/Reduction

1. Purpose. This order establishes the General Services Administration's (GSA's) policy of reducing the use of all paper products and maximizing the acquisition and use of recycled content paper and paper products as required by the Resource Conservation and Recovery Act (RCRA), (42 U.S.C. 6962), and by EO 12873, Federal Acquisition, Recycling, and Waste Prevention. This order requires GSA offices to incorporate waste prevention and recycling in their daily operations and work to increase and expand markets for recovered materials through greater Federal Government preference and demand for such products, consistent with the demands of efficiency and cost effectiveness.

2. Definitions.

a. Post-consumer material. A material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. See recovered materials.

b. Recovered materials. Waste materials and by-products that have been recovered or diverted from solid waste, but not materials and by-products generated from, and commonly reused within, an original manufacturing process.

3. Standards. Minimum content standards for paper products covered in the Executive order are:

a. High speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, and white woven envelopes. Beginning December 31, 1994, these products will contain no less than 20 percent post-consumer material. Beginning December 31, 1998, these products will contain no less than 30 percent post-consumer material.

b. Writing and office paper, book paper, cotton fiber paper, and cover stock. Beginning December 31, 1994, these products will contain no less than 50 percent recovered material, including 20 percent post-consumer material. Beginning December 31, 1998, these products will contain no less than 30 percent post-consumer material.

c. Exceptions. Paper that does not meet the standards cited in subpar. 3a and 3b may be purchased if the contracting officer determines that: (1) a satisfactory level of competition does not exist; (2) the items are not available within a reasonable time period; (3) the available items fail to meet reasonable performance standards established by the agency; or (4) products are only available at an unreasonable price.

4. Goals. GSA's goals are to:

a. Use only recycled content paper products when consistent with efficiency and cost effectiveness;

- b. Reduce the use of all paper stocks by at least 10 percent from 1994 during FY 1995; and
- c. Significantly increase the proportion of paper stocks used by GSA that meet EPA recycled content standards.

5. Procedures. As of the effective date of this order, all GSA employees are required to:

a. Use GSA's Federal Supply Service (FSS), including the Customer Supply Centers (CSCs), as a source for paper products to the maximum extent practicable.

b. Order paper and paper products that meet or exceed the standards cited above whenever possible, whether from FSS or other sources, as existing stocks of virgin paper are exhausted.

c. Justify any decision to order paper that does not meet recycled content standards, using the guidelines in subpar. 3c.

d. Reduce the usage of all paper stocks by:


(1) Printing copies on both sides of the paper, except for original copies of official letters.

(2) Circulating, posting, and publishing memorandums and other information using electronic mail, bulletin boards, and regional newsletters.

6. Costs. Annually, the increased costs associated with the procurement of recycled content paper instead of virgin paper are expected to be approximately \$200,000. However, a yearly net cost reduction of over \$300,000 may be realized when the methods identified in subpar. 5c are fully implemented and GSA achieves a paper waste reduction goal of at least 10 percent based on fiscal year 1994.

7. Reporting requirements.

a. Each Head of Service and Staff Office (HSSO) and each Region must designate an official responsible for implementing the environmental program and reporting accomplishments. Each HSSO and each region must provide a quarterly report of paper usage, not later than 60 days after the end of the quarter. This requirement will begin in the first quarter of fiscal year 1995. The report will describe the volume of paper usage during the quarter compared with paper usage during the last quarter of 1994. The first report will cover the last quarter of 1994 and will constitute the baseline report. These reports will be used to monitor progress toward the goal of reducing paper usage.

b. The quarterly report will be submitted as an E-Form, using GSA Form 3653 . This form is available on the Electronic Forms Distribution System. When the form is completed electronically, the mathematical calculations will be automatically computed. After completion submit the form to the GSA Environmental Executive (PMC).

c. After the first year, report frequency will be reduced to semiannually for organizations that meet or exceed the goal of reducing paper usage by at least 10 percent. Organizations that fail to meet this goal must include a corrective action plan in the space provided on the form.

d. Paper consumption and cost figures for printing and copier paper can be obtained from the regional Reproduction Service Center. Each quarter, 30 days after the end of the quarter, the FSS Environmental and Engineering Policy Division (FCOE), will provide each SSO and regional contact

point with a listing of paper usage by SSO and region.

e. Data for any paper products obtained from outside sources must be included in the Other Sources section of the form.

8. Applicability. This order applies to all GSA employees.

9. Product availability. Obtain specific information on paper products from the Customer Service Director in your region. Information on availability of recycled content and other environmentally oriented products also may be obtained from the following sources:

a. FSS Environmental Policy Branch, (703) 305-7445;

b. The Environmental Products Guide, the GSA Supply Catalog, and Marketips, available from:

GSA Centralized Mailing List Service (CMLS)
Box 6477, Fort Worth, TX 76115
Telephone (817) 334-5215
FAX: (817) 334-5227;

c. The MUFFIN electronic bulletin board;

d. Customer Supply Center Catalogs, available from Customer Supply Centers; and

e. Customergram articles, available from the Office Supplies and Paper Products Commodity Center (2FY) at:

26 Federal Plaza
New York, NY 10278
(212) 264-8201/8210
FAX: (212) 264-6829

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